Florida



Entered the Union 1845 Population (est. 1994):

> 13,953,000 Rank: 4/50

Land Area (square miles):

53,997 Rank: 26/50 **State Historical Records Coordinator:**

Jim Berberich, Bureau Chief Bureau of Archives and Records Management Mail Station 9A, Tallahassee, FL 32399-0250

Telephone: (904) 487-2073 Internet: jberberich@smtpgate.dlis.state.fl.us

> **Deputy Coordinator:** Gerard Clark, BARM

ARCHIVES AND RECORDS PROGRAM

State Archives Established: 1967 State Records Management Initiated: 1967

Archives and Records Management Placement

Department of State, Division of Library and Information Services, Bureau of Archives and Records Management

FINANCES

Total State Govt Expenditures (1993):

\$27,688,696,000 Rank: 5/50

Total Budget, Archives and Records Management (FY 1994): \$2,546,537 Rank: 14/43

See "Notes" section, below, for program elements included in budget and FTEs .

Percent of Total State Expenditures Allocated to

Archives and Records: 0.009 % BARM funding has been relatively stable over last 2 years.

STAFFING

State Government FTEs (1992): 164,501

Rank: 4/50

Rank: 13/43

Archives & Records FTEs (1994):

Total 53.5 Archives 15.5

Records Mgt 23 Microfilm & COM 15 Number of Archives/Records FTEs per 1000 State FTEs:

Rank: 30/43

Average earnings for all full-time state employees (Oct. 1992): \$26,424 per year

Salary ranges for entry level professionals

Archives Assistant \$17,999-29,411 Records Administrator \$17,999-29,411

HOLDINGS



#*****

State Archives				Records Center			
Paper records Governmer	nt 35,400	cu. ft.		Paper records Government	142,150	cu. ft.	
Nongovernment 1,500 cu. ft		cu. ft.		Nongovernment	0	cu. ft.	
Microfilm (total no. of rolls)	2,378	rolls		Microfilm (total no. of rolls)	255,000	rolls	
Photographs	800,000	items		Computer generated	90	shelves	
Films, videos, audio tapes	34,000	items		. •			
Maps, blueprints, drawings	150	cu. ft.					
Books, other printed	12,000	books					
·	10,000	microfilm					

ACCESS TO RECORDS IN STATE ARCHIVES



Reference services provided (FY 1994)

Individual daily visits 8,484 Mail requests 1,512 4,206 Telephone requests

Reference activity has been relatively stable over last 2

Services provided free of charge:

Use of reference room

Answers to in-state and out-of-state mail requests Commercial use of documents/photos

Services provided for a fee:

Photocopies and faxes of documents or finding aids. No new fees have been initiated in last 2 years.

Arrangement and description activities (FY 1994)

1,367.25 cu. ft. Records arranged and described (31 series)

Descriptions of holdings are provided through:

Networks: **OCLC**

Nonelectronic finding aids available at State Archives describe 100% of the holdings at the records group and series level.

Automated finding aids accessible in-house describe 100% of State Archives holdings at the record group and series level

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FACILITIES



State Archives Building

(rented by Division of Library and Information Services)

Constructed: 1976 Renovated: 1987 45.000 cu. ft. Total storage capacity:

75% Percent now occupied:

Will be full in 5-10 years No construction planned.

Existing environmental controls (NFPA standards):

100% year-round temperature controls 100% year-round humidity controls

100% fire detection 0% fire suppression **State Records Center**

(rented by Division of Library and Information Services from the Department of Management Services)

Constructed: 1993

260,000 cu. ft. Total storage capacity:

Percent now occupied: 62%

> Will be full in 5-10 years No construction planned.

Existing environmental controls (ANSI/NFPA standards)

(2 vaults for microfilm and electronic records):

year-round temperature controls 100% 100% year-round humidity controls

100% fire detection fire suppression 100%

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by (FY 1994):

No. completed 1,140 (state agencies) 3,240 (local govt officials) 70 (state agencies) No. of agencies served (local govt officials) 735

No. of local government units (1992):

67 counties 67 school districts 517 special districts 390 municipalities

Services to state agencies, local governments, and nongovernment repositories:

Training and consultation **Publications**

Preservation services

Micrographics services (state & local government only)

Labor in agencies (inventorying, processing)

State Archives may accept original records from local governments as a repository of last resort.

MICROGRAPHICS



PRESERVATION POLICIES AND SERVICES



Microfilming activities by BARM (FY 1994)

Source document microfilming 3,027,272 images 16,441,749 COM images Processing 3,687 rolls Duplicating 3,859 rolls 2,015,459 fiche

BARM provides centralized micrographics services for state and local government agencies.

BARM has not experienced redox problems.

BARM stores security microfilm for state and local government agencies.



193 sheets mended 193 sheets encapsulated

3 volumes rebound 1,637 cu. ft. rehoused 14 volumes disbound

volumes repaired

BARM does not have a written preservation plan, but it does have a written disaster plan.

BARM has a preservation officer and employs a trained, fulltime conservator.

Florida does not have a statewide preservation plan or a disaster response team.

AUTOMATED APPLICATIONS



BARM uses automation applications for the following:

Finding aids **AIIMS** AIIMS (Archives), RMIIS (records ctr) Accessioning Inventory control AIIMS (Archives), RMIIS (records ctr)

Records scheduling **RMIIS** Correspondence MS Word

Space management AIIMS (Archives), RMIIS (records ctr) MS Multiplan and Quattro Pro Bookkeeping

Publications MS Word

Other dBase IV and Rbase for DOS

Electronic Mail

BARM can communicate within the agency, with other state government agencies, and with outsiders via the Internet through a government-wide e-mail system.

NASIRE reports that Florida state government is building a system and is becoming active on the Internet.

ELECTRONIC RECORDS



BARM has an electronic records management program integrated with its regular program.

BARM has not surveyed/inventoried electronic records but has scheduled dispositions for them.

BARM provides security storage for electronic records but has not accessioned them.

Records Management Standards and Requirements for Electronic Recordkeeping (Chapter 1B-26) issued 1992.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES



Definition of a record

1967 statute (Chapter 119, Florida Statutes) Revision in progress to include e-mail and electronic records.

Public's right to access to government records provided in statute.

Restrictions to specific classes of records

provided, restrictions expire after 50 years for records in Archives.

Permanent paper standards

1990 guidelines

Optical imaging standards

1992 regulation

Admissibility of microfilm

1941 statute, 1986 regulation

Admissibility of optical images

1992 regulation

Admissibility of electronic records

1992 regulation

Theft/defacement of a public record

1985 statute

Replevin

1967 statute

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management

Assigned to Information Resource Commission; BARM is active in the state's IRM work.

Information Policy Coordination

Assigned to Information Resource Commission, BARM is active in the state's Information Policy work.

Government Information Locator Service

As part of the Division of Library and Information Services, BARM is involved in a cooperative effort to create a GILS in Florida (http://www.dox.state.fl.us).

Electronic Access to Government Information and Services

NASIRE reports that public has computer access to state databases; preparing to deploy kiosks. An interagency group is planning overall strategy.

NGA reports activity by Department of Revenue for tax payments and Division of Worker's Compensation for reporting.

Florida Information Resource Network

http://www.firn.edu

Florida State Library

gopher://stafla.dlis.state.fl.us/

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS



Legislation on Electronic Systems Passes

[NAGARA Clearinghouse Summer 1994]

Automated delivery of photographs evaluated

[NAGARA Clearinghouse Fall 1994]

A bar code project is underway to control all holdings which will be integrated with RMIIS.

The Records management Program saves Florida Government over \$50 million annually.

New State Records Center completed in 1993/94.

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SHRAB ACTIVITIES

Strategic Plan Completed in August 1994

The Florida SHRAB completed its strategic planning process and published a Strategic Plan in August 1994. The plan sets a course of action to address Florida's historical records needs and will assist the Board in coordinating and supporting efforts to improve Florida's local historical records programs. The plan outlines seven strategies or goals including coordinating historical records preservation activities in Florida; provide

education and training programs to archivists, records managers, and records custodians to improve the management of records and information; support the development of historical records and records management programs; and increase public awareness of the importance of historical records.

FOR FURTHER INFORMATION



State Archives and Records Management

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Notes

Program elements and funding sources included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Florida budget and personnel figures also cover

service to local governments-centralized micrographics
preservation microfilming-records preservation
records center

The Florida State Archives also must pay space charges for main records center facility out of its budget. 65% of total budget is derived from fees for services through the Records Management Trust Fund; only 35% of BARM budget is general revenue. FY1994 budget figures also include funds received from grants.

Abbreviations/Acronyms

COM Computer output microfilm

COSHRC Council of State Historical Records Coordinators

FTEs Full time equivalent staff positions

SHRAB State Historical Records Advisory Board

N/A Not available

NAGARA National Association of Government Archives and

Records Administrators

NASIRE National Association of State Information Resources

Executives

NGA National Governor's Association

NHPRC National Historical Publications and Records

Commission

RLIN Research Libraries Information Network SHRAB State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for COSHRC report:

Gerard Clark, Operations Manager, Bureau of Archives and Records Management, Mail Station Tallahassee, FL 32399-0250. Telephone: (904) 487-2073.

Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.